

Crystal Park Metropolitan District (CPMD)
October 6th, 2021, Board of Directors Meeting

MINUTES

The meeting was called to order at 6:00 PM. Took place entirely via Zoom.

DIRECTORS PRESENT:

Twana Denton, Chair, Marlene Henderson, Secretary, Joan Powers, Treasurer

ABSENT:

Jim Terbush, DEO, Paul Welsch, Compliance Officer

GUESTS: Chief Leander, Deputy Chief Jackson, Kim Leander

Approval of Minutes:

The September minutes were not presented at this meeting but will be included at the November Board meeting.

Monthly Treasurer's Report:

Joan Powers presented the September Treasurer's reports to the Board:

- 1) As of end of month, we have a balance of \$120,250.06 which includes the below designated reserves:
 - a) Emergency Reserve: \$20,000
 - b) Volunteer Reserve: \$36.90
 - c) This brings the General Fund available ending balance to **\$100,213.16**
 - d) Additions were \$394.58 from EPC tax income
 - e) Deductions totaled \$176.60
- 2) Tabor Emergency Fund is at \$1,370.95

Marlene Henderson made a motion to approve the September report and Twana Denton seconded. The motion carried. All approved reports are posted to the CPMD website: <http://www.crystalparkvfd.org/metro/reports.htm>

Crystal Park Fire Department Monthly Report

- 1) Chief Leander reported on calls during the past month
- 2) CPFD supported the Manitou HS bonfire event and manned MSFD twice this past month with personnel and vehicles including responding to calls
- 3) Personnel
 - a) Derek S has joined Manitou Fire Dept as well
 - b) Discussion on recruitment and possible new candidates
- 4) Training
 - a) Re-activating TNT with LDH this Thursday Oct 7 at 1800 at the Station
- 5) Event
 - a) Pancake breakfast scheduled for Oct 23 0900-1100 at Fire Station

Grants and/or Fundraising Updates

- 1) Annual fundraising event
 - a) Twana Denton reported on the prep for the annual fundraiser which will be this Saturday October 9th from 0800-1200. Volunteers needed at the Gatehouse
 - b) Need someone to bring down Engine 912 and have to locate the meter
- 2) Discussion around a possible PPE matching grant

- a) *Action to Joan and Twana to take the lead on this working with Rich Jackson and Eric Julian to determine Dept PPE needs*
- b) *Action to Joan to look up grant requirements including submission deadline and report to working group*
- c) *Action: Joan to look into which company measured for bunker gear in the past*

Public Comments/Correspondence

- 1) Marlene Henderson reviewed mail received
- 2) Kim Leander discussed the historical project she is doing for the Fire Dept. She has lots of material and needs a display cabinet to be located in the Club House
 - a) Dick O'Brien's estate will pay for the display cabinet but requires three quotes
 - b) Kim asked if Kirsten Brewer and Twana Denton would consider "bidding" on this project. Kim is also engaging Collin Powers and Max Canestorp
 - c) Kim further reported that she has received a donation earmarked for this project. The donation will be deposited into the Metro account at Vectra Bank and the Treasurer will add a line item in the monthly report tracking these funds
- 3) Joan Powers made a motion to set up a Historical Committee and to invite Kim Leander to be the Chair. Twana Denton seconded and the motion carried. Congratulations to Kim Leander and good luck with this project!

Old Business:

- 1) CPMD 2022 Draft Budget Approval
 - a) The Treasurer outlined the procedure for the budget approval process
 - b) Line items discussed:
 - i) EPC tax income is going up
 - ii) Slight adjustment to the fundraising goal
 - iii) PPE matching grant requirement to be reflected in the budget
 - iv) Put in 2 vehicle lease payments
 - v) Increase to legal fees
 - c) Twana Denton proposed to approve the draft budget with discussed amendments, Marlene Henderson seconded and the motion carried.
 - d) *Action to Joan to update the draft budget as agreed and action to Marlene to post the budget at the Station*
- 2) Lake Pump Update
 - a) Chief provided an update on this project. He has made the right contact at CSU who is now on stand-by and ready to assist when we are ready
 - b) *Action to Joan to send pump info to Chief*
- 3) Fire Protection Codes
 - a) Chief reported on progress made and stressed the importance of having a lawyer review everything prior to adopting and enforcing any new codes
 - b) Have identified best location for the new cistern
- 4) Modified Trail Maps – No update (project is active)
 - a) Twana will be helping with this project going forward

New Business:

- 1) Insurance Renewal for 2022
 - a) Our workers comp insurance levels are very low and currently not meeting the minimum requirement. The Treasurer recommended that we make an adjustment which would increase annual cost by \$75-\$100

- b) Joan Powers moved to increase our workers comp insurance to meet the minimum, Marlene Henderson seconded and the motion carried
- 2) Planning for May 2022 Elections
 - a) Discussion around how best to plan for May elections and how best to recruit for new board members

The meeting adjourned at 19.25 PM.

The next regular meeting will be on Wednesday November 3rd at 6:00 PM at the CPFD Station or by Zoom unless a change is noted in the meeting minutes and/or officially posted to the public. The Zoom link will be noted on the agenda. The CPFD Station is located at 496 Palmer Trail in Crystal Park, Manitou Springs, CO.

Marlene Henderson, Secretary



**Hard copy of approved minutes with original signature are filed with the CPMD and are available for viewing upon written request.*